

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 11- 60**

**OPEN TO:** All interested candidates  
**TITLE:** Communication & Records Clerk  
**GRADE:** FSN-5 (Rs. 501,297 p.a. to Rs. 901,141 P.A.)  
**LOCATION:** ISLAMABAD

**OPENING DATE:** April 26, 2011  
**CLOSING DATE:** May 9, 2011  
**AGENCY:** USAID

**BRIEF DESCRIPTION OF DUTIES:** The incumbent is responsible for records management, administration and is the responsible for the Mission's unclassified correspondence management function under the direct supervision of the Communication & Records Supervisor. The C&R Clerk is directly responsible for the management of the communication and records in the unit and provides advice and assistance relating to files management and record disposition to file custodian of all offices.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of Secondary school (ten years of education) is required.

**EXPERIENCE:** A minimum of two years of experience in general and administrative areas, particularly in mail handling and records management functions is required.

**LANGUAGE:** A good working knowledge of both written and spoken English (Level III English proficiency) is required. Pakistani (Urdu) at level IV is required.

**KNOWLEDGE:** Familiarity with mail and file processes with practical knowledge of records disposal schedule, postal procedure, codes, stamps as well as the Pakistani postal regulation.

**ABILITIES & SKILLS:** Computer literate in MS Excel & MSWord and imaging filing system program or other computer spreadsheet software. Must have good interpersonal skills and should be a customer services oriented.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: May 9, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.